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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 17 February 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [redacted] (continued item)

- (1) A special study is being made to determine if excessive monetary losses are being incurred by the Agency due to expiration dates on photographic film and other "outdated" photographic material and batteries. A study is also being made on the origin and quantity of outdated or unserviceable photographic paper being disposed of. The results of this study will provide a guide for future procurement.
- (2) The scheduled physical inventory of Material Group VII, General and Administrative Supplies, was conducted 12-14 February. The inventory count is being reconciled with the record balances; upon completion of which, discrepancies will be corrected by a Report of Inventory Adjustment and a new stock status report made.

25X1A (3) [redacted] has been appointed Acting Chief for the
25X1A Depot while [redacted] is attending the Sixth Logistics
Support Course.b. Supply Training: (continued item)

- (1) A meeting was held on 9 February 1955 with all instructors of the Supply phase of the Sixth Logistics Support Course. Instructors were advised that due to security factors no reference to specific special projects or countries was to be made either during classroom lectures or discussions with individual students.
- (2) One member of the Supply Division has been processed to attend the Basic Orientation Course starting 7 March 1955.
- (3) Six members of the Supply Division started the Sixth Logistics Support Course on 14 February 1955. An additional member of the Supply Division who is scheduled for an early overseas assignment is being entered in the course.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) The completion of the Supply Catalog Change Bulletin, originally scheduled for 15 February, has been delayed to permit inclusion of approximately 175 new Group 3 items. Delivery of the panels to Reproduction Division for printing is now expected by 26 February.

(2) Four new publications are now being distributed:

Group 74, Office Machines
Group 79, Cleaning Equipment and Supplies
Group 80, Brushes, Paints, Sealers, and Adhesives
Group 81, Packaging and Packing Supplies

(3) Group 71, Furniture, and Class 5920, Fuses and Electrical Arrestors, are being printed. Proof copies are expected by 1 March.

b. Maintenance Parts Lists: (continued item)

The completion of processing of MPL #10, Repair Kit, Electronic, AN/USM-15, and MPL #11, Transmitter, Radio, Type URT/11, by Reproduction Division is expected by 1 March 1955.

25X1A c. (continued item)

Action has been initiated through the Procurement Division to confirm manufacture delivery dates for project material.

d. Requirements Forecasts: (continued item)

(1) Requirements Forecasts FY-56 and FY-57:

(a) The Machine Records Division is currently checking punched cards in order to correct processing errors prior to extension of costs. A preliminary listing of requirements and costs should be available to the Logistics Office within a week.

(b) The administrative and housekeeping support required from establishments has been extracted from the forecasts. These costs, which are being computed manually, will be consolidated with operational material costs for submission to Area Divisions and

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e. Supply Regulations: (continued item)

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(1) [REDACTED] Supply Procedures: This Handbook has been submitted to the RCS. Liaison is being conducted with this Staff by members of the Logistics Office and Supply Division with a view of eliminating the necessity of formal coordination as recommended by the Inspector General in his recent review of supply operations.

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(2) [REDACTED] Replacement Standards for Administrative Equipment: Work on this Regulation is temporarily suspended.

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(3) [REDACTED] series on "Ammunition and Explosives" were forwarded on 9 February to Administrative Staff, LO, for administrative and policy approval prior to accomplishing working level coordination.

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(4) [REDACTED] Storage and Issue of Hazardous Material: The initial draft of this proposed publication is still under review.

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(5) [REDACTED]; Working level coordination on this proposed Regulation is continuing.

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(6) [REDACTED] The rewriting of this proposed Regulation has been temporarily interrupted due to other priority business. 7

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

Two shipments for TSS received special coordination during the past week for expeditious delivery.

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c. Safe Files: (continued item)

The Chief, Procurement Division, has advised that no progress can be made on the procurement of legal size safe files until Physical Security makes a decision on the type to be purchased. The current status of legal size four drawer safe files is: 121 each on hand; 282 each on back order for cargoes and non-departmental locations. Repeated efforts have been made to break the stalemate, the latest being a meeting on Monday, 14 February attended by the Chief, Procurement Division, the Chief, Physical Security, and Mr. [redacted] Supply Division. Procurement has all necessary information from Supply to effect purchase, however, Physical Security will not approve the purchase of any safe available on the market. Supply Division is continuing to give this matter its earnest attention.

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d. European Trip: (continued item)

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(1) Completed Action: Dispatches to [redacted] [redacted] were prepared and forwarded to Chief of Logistics for signature. These dispatches outlined the problems discovered in the respective areas together with action recommended for their resolution.

(2) Actions Pending:

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(a) [redacted] reimbursement for property returned to [redacted] stocks will be initiated jointly with the Comptroller.

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(b) [redacted] will be developed jointly by the Office of the Comptroller and the Supply Division. [redacted] has been nominated as Supply Division Representative to assist the Office of the Comptroller [redacted]

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(c) An evaluation of the use of personally owned vehicles for official purposes on a reimbursable basis will be made jointly with Transportation Division.

(d) A cost and volume study will be made to determine the feasibility for the central procurement and storage of motor vehicle parts. In this connection, dispatches have been sent to [redacted] requesting information on this subject for evaluation.

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e. Special Visit: (completed item)

25X1A [redacted] of the Military Personnel Division visited the Supply Division on 9 February, and the [redacted] [redacted] on 10 February. These officers were briefed on the mission and functions by the Chief, Supply Division, and then visited each assigned officer at his place of duty.

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f. Supply Bulletin Number 5: (completed item)

This Supply Bulletin covering movement of electric office machines, economy in the use of bond paper, and contractual services, was distributed to all Administrative Officers of Headquarters elements.

g. Cataloging Handbooks: (completed item)

✓ Current editions of Cataloging Handbooks H 2-3 and H 6-1, have been received from the Government Printing Office and are being distributed on a world-wide basis. These Handbooks which were developed by the Office of Cataloging, Department of Defense, are vital tools in the development of a uniform cataloging program.

h. Stock Replenishment: (completed item)

Limited fund availability in 6806-20-09 has made it necessary to limit procurement of nonexpendable administrative equipment in Material Group VII to a 90 day level.

*Do we need
more money*

i. Disposition of Surplus Property: (completed item)

25X1C Seventy-two line items of excess or scrap material have been disposed of through [redacted]

j. Shipment of Small Items: (new and continued item)

Small items that constitute partial shipments remaining after bulk requisitions have been packed and shipped will be prepared for parcel post. Present procedure to pouch such shipments has flooded the pouches. This procedure is a joint action of the Office of Communications, Transportation Division, and Supply Division.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.

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LO/SD/DWW:dmg (17 Feb. '55)

Distribution:

Orig & 4 - Addressee
1 - SD official file

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